

MANUFACTURED HOME INSTALLER LICENSING BOARD

Application and Instructions for Manufactured Home Installers (MHI)

The MHI application is being revised and is not currently available online. Please use the contact information below to request an application and we will be happy to send it to you by mail or email.

You may also walk into our office to pick up an application. Our office hours are 8:00 a.m. – 4:30 p.m., Monday – Friday.

Indiana Professional Licensing Agency
Attn: Manufactured Home Installer Licensing Board
402 W. Washington Street, Room W072
Indianapolis, IN 46204

Phone – (317) 234-3040
Fax – (317) 233-4236
Email – pla11@pla.in.gov

Thank you in advance for your patience as we are working diligently to ensure that the application process is as efficient as possible.

**THE INSTRUCTIONS FOR THE APPLICATION PROCESS ARE LISTED ON
THE NEXT PAGE.**

INSTRUCTIONS FOR ISSUANCE OF A MANUFACTURED HOME INSTALLER'S LICENSE

A completed application must include the following:

- _____ **COMPLETED, NOTARIZED APPLICATION**
- _____ **APPLICATION FEE - \$150.00**
- _____ **PROOF OF INSURANCE OR SURETY BOND**
- _____ **PROOF OF COMPLETION OF TRAINING COURSE**
- _____ **RECENT PHOTOGRAPH – PASSPORT QUALITY**

Only one (1) of the following forms needs to be submitted:

- _____ **PROFESSIONAL REFERENCE FORM (NOTARIZED)**
- _____ **VERIFICATION OF SUPERVISED EXPERIENCE FORM (NOTARIZED)**

The application fee of \$150.00 should be made payable to Indiana Professional Licensing Agency (IPLA) and must accompany the application.

All Applicants must be able show that s/he has at least one (1) year of work experience as an installer of manufactured homes. **Only one of the following should be submitted.**

1. The Verification of Supervised Experience form must be completed by a current or former employer. This person must hold an active Indiana manufactured home installer's license. You must be able to show at least one (1) year of experience as a manufactured home installer. The applicant cannot verify his/her own experience.
2. The Professional Reference form must be completed and submitted by three (3) references, which are familiar with the applicant's work experience and competency.
Two (2) of these references must be Indiana licensed manufactured home installers.

IMPORTANT NOTE: The experience must be explained in detail, listing all duties performed and how they were accomplished.

Proof of general liability insurance with products/completed operations coverage for the minimum coverage of \$100,000 per occurrence and \$1,000,000 aggregate OR a surety bond in the amount of \$100,000. This documentation must accompany the application.

A copy of a completion certificate indicating the successful completion of a board approved training course must also accompany the application.

You may contact our office at (317) 234-3040 or by email at pla11@pla.in.gov, if you have any questions.

**TO AVOID DELAYS IN THE PROCESSING OF YOUR APPLICATION
PLEASE CAREFULLY READ AND FOLLOW ALL INSTRUCTIONS**